

Shreveport Municipal Fire and Police
Civil Service Board

NOTICE OF A PUBLIC HEARING

This public hearing will be held on Wednesday, **January 10, 2024 at 8:30 a.m.** (Prior to its regular meeting) **at the Riverview Hall, Located at 600 Clyde Fant, Parkway, Shreveport, LA 71101.**

The Shreveport Municipal Fire and Police Civil Service Board will hold a public hearing to consider changes to the Jailer III Classifications Plan and to adopt the Jail Superintendent Classification: upon approval, the board will call for the examinations.

PLEASE SEE ATTACHED FOR PROPOSED CHANGES **(IN RED)** FOR JAILER III AND THE PROPOSED ADOPTION CLASSIFICATION FOR JAIL SUPERINTENDENT TO THE SHREVEPORT MUNICIPAL FIRE AND POLICE CIVIL SERVICE CLASSIFICATION PLAN:

OVER

JAILER III

(Promotional Class)

PROPOSED CHANGES

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory positions in the jail facility, the primary duties of which are the supervision of subordinates assigned to the jail and the management of jail operations on an assigned shift. Jailers III ensure that department policies and procedures are followed by subordinate personnel. Employees of this class provide for the security of the jail facility, the maintenance of the facility and equipment, and the preparation and maintenance of records and reports. Incumbents in the class of Jailer III work with a high degree of independence, ~~having work reviewed by a ranking officer of the police department.~~ Jailer III works independently under the supervision of Jail Superintendent. This class reports to and has work reviewed by the Jail Superintendent.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Assists in the management and supervision of the operation of the jail facility on an assigned shift. Prepares for assigned shift by reviewing records of previous shift activity.

Assures that department policies and procedures are appropriately followed, including booking procedures, inmate searches, securing personal property, completing records, and inmate classification. Ensures that inmate is secured in a cell. Assures that inmate counts are performed and searches are conducted of inmates and jail cells in accordance with department procedures. Provides for inmate needs, including meals, clothing, and medical attention. Hears inmate grievances and counsels inmates.

Provides training for jail employees, providing technical assistance to all subordinates when necessary. Assigns duty areas and work schedules for subordinates, and approves leave. Inspects the appearance of subordinate employees, and evaluates the work performance of subordinate employees. Reviews written reports prepared by subordinates. Counsels employees who are experiencing work problems. Resolves employee complaints and grievances. Investigates complaints against jail personnel and recommends appropriate action. Maintains discipline.

Makes periodic inspections to operate and inspect security and safety devices to ensure that the facility is safe, clean, and that all equipment is operating correctly. Arranges for repairs when needed. Maintains an inventory of supplies and recommends the purchase of equipment and supplies when needed. Maintains accounts of the jail.

Provides for the preparation and maintenance of jail records. Completes records and writes reports or letters required to handle requests or problems related to the operation of the jail. Answers inquiries about the operation of the jail or other related areas of law enforcement operations. Handles complaints from the public.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and a qualified elector of the State of Louisiana.

Must be a regular and permanent employee in the class of Jailer II.

Must have obtained department approved Corrections Officer certification as provided by Police Officer Standards and Testing (P.O.S.T.).

Jailer III SH

Original Adoption: 11-14-68

Revision Dates: 09-27-77, 10-06-83, 01-05-95, 05-22-02, 10-11-17

JAIL SUPERINTENDENT

(Promotional Class)

PROPOSED ADOPTION

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the position with the primary responsibility of supervising and management of the City Jail. The Jail Superintendent provides for and supervises the security of the jail facility; maintenance of the facility and equipment; budget preparation; and supervising and assisting subordinate employees in handling prisoners assigned to the jail facility. The Jail Superintendent oversees the booking procedure; maintains records and reports of jail activity; supervises the needs of the prisoners; and supervises and maintains an inventory of supplies for the operation of the jail. The Jail Superintendent works independently under the supervision of an Assistant Chief of Police. This class reports to and has work reviewed by the Assistant Police Chief. The Jail Superintendent must have a working knowledge of State and Federal Guidelines for Jails.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, nor are they intended to exclude other duties which may be logical assignments to this class.

Manages the operation of the jail facility. Provides for the preparation and maintenance of division records and reports by reviewing records completed by subordinates and periodically inspecting systems and facilities for maintaining such. Responds directly or indirectly to written or oral requests or complaints. Ensures that all required reports, correspondence, and files are prepared, maintained, and forwarded to the Chief of Police, Deputy Chief of Police, and Assistant Chief of Police. Completes records, reports, and coordinates the work of the department with related federal, state, and local agencies, relating information and giving assistance when needed.

Assigns duty areas or work schedules to subordinates. Acts as official timekeeper for all Jail Personnel, ensuring that all timecards and records of time are prepared by shift supervisors are complete and accurate. Approves leave; evaluates work performance; provides technical assistance; counsels employees; resolves employee complaints and provides training for new jail employees.

Oversees all procedural activities commonly required, such as searching of prisoners who are brought to the jail securing of all personal property of the arrested person; use of restraining devices on prisoners when required; and ensures all information regarding the new prisoner is listed in the appropriate records.

Oversees the jail facility making sure that it is clean; prisoners receive proper meals; prisoners clothing is clean and meets jail regulations; and sees that inmates receive proper medical attention.

Gathers information for and prepares an operating budget for the jail; reviews and signs purchase requisitions; purchases and maintains an inventory of supplies needed in the jail making sure such

purchases are within the established budget. Inspects the jail facility and equipment to maintain all necessary safety precautions and to maintain emergency equipment for use in case of fire.

Ensures that the Chief of Police, Deputy Chief of Police, and Assistant chief of Police are kept informed of all pertinent activity of the Jail.

Carries out lawful mandates of the Chief of Police, Deputy Chief of Police, and Assistant Chief of Police.

Observes the conduct, appearance, performance, and actions of Jailers and makes suggestions on commendations and disciplinary action as the situation dictates.

Works closely with and assists other departmental personnel to ensure the proper functioning of the Jail; Identifies problems and makes recommendations for solutions.

Coordinates with the Training Division in providing for training of Jail personnel.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of selection, but before beginning work in this class, must pass a medical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must be a regular and permanent employee in the class of Jailer III.

Must have obtained department approved Corrections Officer certification as provided by Police Officer Standards and Testing (P.O.S.T.).

Must have successfully completed EITHER one of the following:

National Sheriff's Association Corrections Officer Supervisory Course

OR

American Corrections Association Correction Officers Supervisory Course

Must have a minimum of five years' experience in a paid correction officer position.

By direction of the Chairman: *Dr. Michael Carter*

Secretary: *Carol L. Nicholas*

Post this notice from November 29, 2023, through January 10, 2024

<p>DO NOT REMOVE BY ORDER OF THE SHREVEPORT MUNICIPAL FIRE AND POLICE CIVIL SERVICE BOARD</p>
